

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ANG 03-2004

OPENING DATE: 06 February 2004

CLOSING DATE: 23 February 2004

ANTICIPATED FILL DATE: 04 April 2004

POSITION TITLE AND NUMBER:

Budget Officer
PDCN: 80537C00

UNIT/ACTIVITY AND DUTY LOCATION:

Hq 145 AW, NCANG
Charlotte, NC

GRADE AND SALARY: (Includes Locality Pay of 10.09%) EMPLOYMENT STATUS:

TECH - GS-0560-12 \$57,556 - \$74,826 per annum Excepted Service

WHO CAN APPLY: TECHNICIAN: The area of consideration for this position is FULL TIME SUPPORT PERSONNEL ONLY. Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard.

HOW TO APPLY: TECHNICIAN: Applicants interested in the position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application.

NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: TECHNICIAN: Must have 36 months specialized experience for GS-12 which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each applicant must prepare a separate (plain paper) listing to address the KSA's appropriate to their level of experience and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172 OR 704/391-4169.

1. Knowledge of Department of the Air Force and the National Guard laws, regulations, policies, and procedures.
2. Ability to work effectively under pressure of tight time frames and rigid deadlines.
3. Knowledge of and skill in applying the principles, practices, and methods of budget execution.
4. Skill in the identification, analysis, and resolution of a range of budgetary problems.
5. Ability to collect and compile data for inclusion in routine and special financial reports.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment in a compatible Officer position in the NCANG is mandatory. AFSC: 65XX, FA45

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Serves as a technical expert regarding all phases of budget functions including the interpretation, application and implementation of budgetary principles, procedures and guidelines. Provides executive direction and review of budgetary operations. Serves as principal staff advisor to the senior leadership and top management personnel regarding maintaining a balance in the efficiency and economy of operations in accomplishing programmed objectives. Directs the review and oversight of budget formulation, justification and execution, requiring the frequent contact with top management personnel. Develops, prepares and presents analyses and summaries of budget performance for management through such forums as resource advisory committee briefings, presentation, conferences and inspections. Participates in policy development and program planning for National Guard activities, including recommending major reprogramming of funds to the senior leadership to ensure a fund balance is maintained and resources are efficiently used. Interprets guideline materials and instructions issued by Office of Management and Budget (OMB), Congress, Department of Defense (DoD), National Guard Bureau (NGB), etc. Issues supplementary guidance. Ensures policy conforms to existing precedents, practices and policies issued by higher authority. Reviews, consolidates, approves, modifies or disapproves budgetary data reports submitted for consistency with guidelines, reasonableness and accuracy. Presents budgetary briefings with supporting statistical data to senior leadership who use the data to defend budget and manpower requirements before making decisions. Presents the command position and defends requirements to visitors and budget examiners. Oversees budgetary operations. Monitors the current year's budget operations through monthly management indicators and staff visits. Inspects budgetary operations to determine the adequacy of staffing based on current and forecasted workloads, recommending changes as appropriate. Investigates general efficiency and performance, assuring compliance with prescribed procedures and functions. Furnishes advice and assistance in problem areas and attempts on-the-spot corrections, recommending improvements where warranted. Reports findings to the Financial manager and discusses recommended actions to improve the operation of the budget function. Prepares written reports regarding findings and recommends required corrective actions. Continually furnishes advice and assistance by telephone or through correspondence to management personnel and directs corrective actions on budgetary problems. Provides guidance and participates in policy and program development. Performs special studies and selective reviews of budgetary programs and procedures. Analyzes, evaluates, and identifies the areas and types of corrective/improvement actions needed. Develops data required for examining various options or scenarios related to budgetary issues that may adversely affect the organization. Presents data in a readily usable form by developing special automated spreadsheets, charts and reports. Serves as a primary technical expert on the treatment of budgetary organization or for sue by organizational personnel. Formulates and justifies budget requests for the organization in consideration of historical costs up to five years, the current period of execution, and the effects of multi-year procurement and military construction appropriations. Prepares and submits these budgets in support of budget requests for military personnel, operation and maintenance (to include minor construction), emergency and revolving fund appropriations. Reviews all subordinate budget requests submitted by organization managers for compliance with budgetary guidelines, reasonableness, accuracy, valid assumptions and consistency with past performance. Issues calls for budget to staff and resource managers and provides guidance, as needed. Reviews and consolidates responses, and presents them to advisory committees. Recommends major reprogramming of funds to senior leadership. Briefs funds availability, staff requirements, historical trends and straw man budget recommendations, including suggested decrements and/or alternate methods of funding. Briefs the senior leadership, key management, and program managers on the formal operating budget. Prepares, reviews and submits the organizational budget. As necessary, defends the leadership's position and budget requirements to visiting higher headquarters and outside audit personnel. Monitors the execution of the annual budget. Establishes and executes funds control procedures by developing apportionment requirements and schedules for obligations and expenditures, and issuing cost limitations for various elements of expenses. Reviews all obligation, commitment and manpower authorization documents to ensure charts are in accordance with laws and regulations and within the operating budget. Reviews and analyzes operations to determine causes of variances from budgets, time-phased schedules and cost limitations. Holds quarterly, or more frequently if required, budget meetings to review budget execution, reprogram funds or determine requirements for revocation or request for supplemental funding needed for the best use of funds. Develops strategies for solving funding problems including using alternative methods, sources and timing of funding or deferring or canceling requirements when supplemental funding cannot be secured. Submits supplemental funds requests for un-financed requirements when a shortfall develops, often accompanied by unique algorithms to support amounts requested. Manages time phased schedules of obligations and expenditures for applicable organizational budgets. Develops monthly expenditure and obligation plans; secures, reviews, and analyzes monthly obligation plans; submits consolidated schedules of obligations and expenditures, compares actual obligations and expenditures against plans on a monthly basis, and determines the reasons for any deviations outside an acceptable range. Provides initial, continuation and update training for Resource Advisors. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1